

23 February 1972

MEMORANDUM FOR THE RECORD

SUBJECT: National Capital Planning Commission/Master Planning

At the request of the Chief, Building Planning Staff, the undersigned contacted Edward Hromanik, Assistant Director Federal Planning Division, National Capital Planning Commission (NCPC), telephone 128-21489, to determine whether the procedures and criteria for the submission of master plans by Federal agencies proposing development programs to NCPC had been updated since October 1965. Mr. Hromanik advised that the criteria and procedures are currently valid and are pursuant to Section 5A of the National Capital Planning Act of 1952 as amended which provides that each Federal agency, prior to the presentation of construction plans originated by such agency for proposed developments and projects being paid for in whole or in part by Federal funds, shall advise and consult with the Commission in the preparation by the agency of plans and programs in preliminary and successive stages which affect the plan and development of the National Capital area.

Mr. Hromanik advised that the Commission hearings are scheduled for the first Thursday of every month and that a letter requesting a hearing on a preliminary or final master plan must be submitted 60 days prior to the hearing. This enables the Commission staff to review the project and, in our case, to submit it to the Fairfax County Planning Commission, the Northern Virginia Regional Planning Commission, and to the Metropolitan Council of Governments prior to the hearing. This requires the submission of five copies of the master plan and its supporting documents.

The Commission may modify or waive portions of the criteria upon sufficient justification to the Commission staff. This may include utilizing percentages rather than actual numbers; for example, number of employees, number of vehicles entering the compound, etc. as well as permission for executive session apposed to public hearing.

Mr. Hromanik advised that following the approval of the preliminary master plan by the Commission, the final hearing on the proposed garage construction could be held at the next session which would require 3 weeks notice prior to that time. For example, if we submitted our letter on 1 April requesting an executive

session hearing for approval of the preliminary master plan, this would be for the 1 June session and, following the approval of the preliminary master plan, we could submit on 15 June a request for approval of the final plans of the garage. This would be the 6 July session. Any slippage in submission of a request for a hearing past 1 April will automatically move the garage hearing in one month increments in accordance with the timing of the preliminary master plan submission.

Mr. Hromanik advised that he will be glad to visit with us and go over our current levels of planning and tender advice and guidance on a non-official basis.



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File: NCPC # *Master Plan*
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